

## DEPUTY SHERIFF

FLSA Code: N

Job Code: 6210

### GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs intermediate protective service work in the Sheriff's Office involving a variety of general or support assignments; does related work as required. Work is performed under the regular supervision of the Chief Deputy Sheriff.

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, grasping, and repetitive motions; vocal communication is required for conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, color perception, night vision, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, hazards, and atmospheric conditions. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

### ESSENTIAL FUNCTIONS/TYPICAL TASKS:

**Performing a variety of public safety duties in the Sheriff's Office including court room security, transportation, service of processes, etc.**

On an assigned shift, performs a scheduled or assigned Sheriff's Office duty;  
Serves civil process and criminal arrest warrants and a variety of other court papers and directions;  
Performs assigned court service and security duties, assists clerk's office, operates metal detector, conducts searches, executes judges orders and directions;  
Makes mail runs with legal documents; performs and coordinates community service projects;  
Transports prisoners, detainees, mental patients, etc. to appointments, court or other locations as assigned;  
Oversees service and operation of agency equipment such as weapons and vehicles;  
May serve as training officer; ensures appropriate and continuing certifications;  
Serves civil process, criminal arrest warrants and a variety of court papers and directions;  
Executes evictions, repossessions, detainments or other court directed actions;  
Interviews victims and witnesses; secures property and evidence;  
Prepares detail reports on activities and assignments;  
Processes, books and escorts prisoners;  
Performs related tasks as required.

### REQUIREMENTS/EDUCATION/EXPERIENCE:

Graduation from high school; some experience in the use of firearms, public safety equipment and motor vehicles; possession of an appropriate driver's license valid in the Commonwealth of Virginia; must meet and maintain all department and State training and education requirements for position; demonstrated ability to understand and carry out oral and written instructions, deal courteously, firmly and tactfully with the public and to analyze situations and adopt quick, effective and reasonable courses of action. An equivalent combination of experience may be considered.

This is a class description and not an individualized job specification. The class description defines the general character and scope of duties, responsibilities, and requirements of all positions in one job classification, but is not all inclusive. Duties, responsibilities and requirements may be added, deleted or changed at any time at the discretion of management.